



Exercise Guide for
PA350 VC
Position Posting Vacancy



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Exercise 1.1 – Walkthrough - Log on to SAP

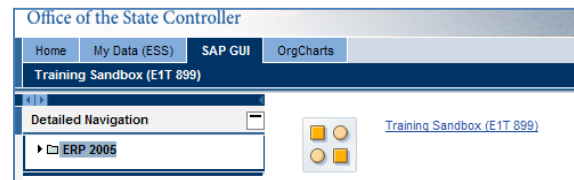


Scenario

Log into the SAP training sandbox.

Instructions

1. Access the SAP portal as you normally would in your work environment (you may have to open a new internet browser).
2. Enter your own user id and password.
3. Click the training GUI tab.
4. Click Training Sandbox E1T 899. The SAP Easy Access screen displays.
5. On the taskbar, **leave open the Training Center, SAP Easy Access and State of NC icons**; close all other icons.
6. Click the Training Center icon on the taskbar to return to the Training Center.
7. Use the **Green Check**  (right panel of Training Center) icon to let the instructor know you have successfully logged on. Instructor will clear the check after confirming that all participants have successfully logged on.





Exercise 1.2: Create Position Vacancy Posting

PQ13

Student #	Position # to be posted	Personnel # of Contact Person (Jeremey Ward)
1	65002217	80000673
2	65002236	80000674
3	65002218	80000675
4	65002235	80000676
5	65002219	80000677
6	65002234	80000678
7	65002220	80000679
8	65002233	80000680
9	65002221	80000681
10	65002232	80000682
11	65002222	80000683
12	65002231	80000684

Scenario

You have been notified that the Museum Specialist position will be vacant effective tomorrow. Post the vacancy so that applications can be sent to Jeremy Ward.

Enter information on each of the subtypes (Description, Competencies and KSAs, Training, How to Apply). In your work place, you can copy the information from a file (such as Word) or from the OSP website and paste (Ctl+V) to the BEACON SAP subtypes.

Caution! On each of the subtypes only the first 16 lines of text display on the Website although BEACON will allow you to enter many more than 16 lines on the screen. If the 16 lines don't display properly, review to make sure:

- you do not have any special characters
- the validity period for the posting (not the posting dates) has an end date of 12/31/9999

If the posting still does not post properly, you may have edit and add a space at the end of each of the 16 lines.




Instructions



Follow along with the Business Process Procedure (BPP) to complete the exercise.

1. Open a new internet window and type in the address line the following URL:

<http://www.osp.state.nc.us/jobs>

2. Select the posting indicated by the instructor. You will use this to copy and paste into your posting.
3. In BEACON SAP, enter transaction code **PQ13** in the Command field.
4. Click  (in the upper left).
5. Complete the following fields:

Field	Value
Position	Use the Museum Specialist position number from your datasheet
Infotype status	1 for Active status
Validity	Use today's date (this field will always default to today's date)
To	12/31/9999 (NOTE: This date is the date for the infotype, not the date the posting should end. The end date on this screen <u>should always</u> be 12/31/9999.
Action	Use the drop-down menu to select "Create a Vacancy Posting"

6. Press Enter on the keyboard (or click the green check button  in the upper left part of the screen). **NOTE:** You should always Enter on a screen before executing or saving.
7. Click  (Execute).
8. Complete the following fields:

Field	Value
Subtype	Verify that you are on the Description of Work subtype. Copy the applicable data from the OSP website and paste it into the infotype. Don't forget to make sure the cursor is on the top of the field.

9. Click  (Save).



10. Complete the following fields:

Field	Value
Subtype	Verify that you are on the Competencies and KSAs subtype. Copy the applicable data from the OSP website and paste it into the infotype. Don't forget to make sure the cursor is on the top of the field.

11. Click  (Save).

12. Complete the following fields:

Field	Value
Subtype	Verify that you are on the Training and Experience subtype Copy the applicable data from the OSP website and paste it into the infotype. Don't forget to make sure the cursor is on the top of the field.

13. Click  (Save).

14. Complete the following fields:

Field	Value
Subtype	Verify that you are on the How to Apply subtype. Copy the applicable data from the OSP website and paste it into the infotype. Don't forget to make sure the cursor is on the top of the field.

15. Click  (Save).


16. Complete the following fields:

Field	Value
Job Family	Make no changes. Job Family automatically populates. You would seldom make changes to the job family. If you do make a change to Job Family on one posting, the next time you post the position, the field has automatically changed back to the original job family.




Contact Person	Use the personnel number of the Jeremy Ward assigned to you from the Data Set.
Vacancy Posting Dates	For this exercise, use tomorrow's date. In your work place, you will use the first date the position should be posted to the website. You should make sure you create the posting at least 30 minutes prior to the website posting times.
To	Enter 1 month from tomorrow's date for this exercise. In your work place, you will use the last date the position should be posted to the website.
Hiring Range	Use the same as the job classification. Hint: The range for the job classification is on the next line.
To	Use the same as the job classification

17. Click .

18. Click  (Save). A message reads: "Infotype sequence updated in database".

19. Click the Back button to return to the Easy Access screen.

20. Click the Training Center icon from your taskbar.

21. Click the Green check  in Webex to indicate to the instructor that you have completed the exercise.

The Exercise is complete.




Exercise 1.3: View Vacancy Posting

ZOMR014

Scenario




You want to review the vacancy posting that was created for the Museum Specialist position.

Instructions

1. Enter transaction code **ZOMR014** in the Command field.
2. Click .
3. Complete the following fields:

Field	Value
Agency	Leave blank for this exercise. You can select one or more in your work environment.
Vacancy number	Same as the position number
Posting Date	Same as the date you used for the posting
Closing Date	Same as the date you used for the posting

NOTE: If you do not know the exact posting and closing date of the vacancy, you may enter a range of dates. All postings within that range will display.

4. Click .
5. Click  (Execute).
6. Observe that the address and telephone number did not display. That is because the position Address, subtype Mailing Address for the **contact person** has not been populated. In order for the information to display, the position will need to be modified (next exercise).
7. Click the Training Center icon from your taskbar.
8. Click  in Webex to indicate to the instructor that you have completed the exercise.

The Exercise is complete.



Exercise 1.4: Update the Contact Information

PA20/PO13

Scenario

You realize the address and telephone number did not appear in the posting. You need to revise the **contact person's** position so that the data appears when the position vacancy is posted again.



For this exercise you will use the Create function to create a mailing address on the Address infotype of the contact person's position. If the information appeared in the report but was incorrect, you would use the Copy function to make the correction.

Instructions


There are three parts to this Exercise.

- I. Find the position number for the Jeremy Ward assigned to you.
- II. Revise the position address, subtype mailing address information.
- III. Run ZOMR014 to verify that the information is now posting.




Part I – Find the Position of the Contact Person

1. Enter transaction code **PA20** in the Command field from the Easy Access screen.
2. Click .
3. In the Personnel No. field, enter the Personnel Number of the Jeremy Ward assigned to you from the Data Set.
4. Press Enter.
5. Highlight the Organizational Assignment infotype.
6. Click .
7. Write down the position number to which Jeremy is assigned (or Ctl+C to copy).
8. Click the back button to return to the Easy Access screen.

Part II – Revise the Contact Information

1. Enter transaction code **PO13** in the Command field.
2. Click .
3. Enter the position number that you found for the Jeremy assigned to you in the Position field.




4. Enter.
5. Scroll to find and select the correct Address infotype  **Caution! Do not select the infotype that says Mail Address which is immediately under the Address infotype.**
6. Click Create .
7. Enter the Validity period: Today's date until 12/31/9999.
8. In the Subtype field, click .
9. Select Mailing Address.
10. Enter the following data:

Field	Value
Street—3 rd line down	3415 Bush
PCode/City	27604 Raleigh
Country	USA
Region	NC
Telephone no.	919-458-2504
Fax no.	You can enter the fax number; however keep in mind this does not publish. You have to enter the fax number in PQ13 on the "How to Apply" subtype.

11. Click **Save**.

Part III – Run ZOMR014

1. Execute ZOMR014 to see the revised posting. You should now see the address and telephone number in the posting.
2. Click the Training Center icon from your taskbar.
3. Click  in Webex to indicate to the instructor that you have completed the exercise.

This exercise is complete.



Exercise 2.1: Maintain a Position Vacancy Posting – Extend Date

PQ13


Scenario

Assume it has been three weeks since the original posting. The Agency did not receive enough qualified candidates for the Museum Specialist position vacancy that was posted.




You have been asked to extend the vacancy posting for an additional 2 weeks (beyond the original close date).

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

1. Enter transaction code **PQ13** in the Command field from the Easy Access screen.
2. Click .
3. Use the data from your data sheet and complete the following fields:

Field	Value
Position	Use the same Museum Specialist position number from previous exercises.
Infotype status	1 for Active status
Validity	The same effective date as you used when the vacancy was created (today's date).
to	12/31/9999 (always until the end of time on this screen).
Action	36 for maintain

4. Click **Enter** from the keyboard or click .
5. Click  (Execute).
6. Click **Exit**  from the toolbar to move through the next four screens as there are no changes.



7. Complete the following fields:

Field	Value
Vacancy Posting Dates	Leave the original date in the first field.
To	Enter 2 weeks from the original end date

8. Click **Enter**.


9. Click **Save**. A pop-up appears indicating that the previous record will be **deleted**.

10. Click **Yes**.

11. You will receive a message that says “Infotype sequence updated in database.”

12. Execute ZOMR014 to see the new posting.

13. Click the Training Center icon from your taskbar.

14. Click  in Webex to indicate to the instructor that you have completed the exercise.

This exercise is complete.



Exercise 2.2 – Maintain a Position Vacancy Posting - Cancellation

PQ13

Scenario

The Agency did not receive enough qualified candidates so it has been decided that the Museum Specialist position will not be filled at this time.

Cancel the vacancy posting so that it will be removed the next time an update is run to the website.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the demonstration scenario in the system.

Enter transaction code PQ13 in the Command field from the Easy Access screen.

Click .

Use the data from your data sheet and complete the following fields:

Field	Value
Position	Use the same Museum Specialist position number from previous exercises.
Action	Maintain Vacancy Posting (36)



Exit through the screens until you get to the screen “Copy Vacancy Posting Data.”

Change both “from” and “to” dates to the day previous to today’s date.